

Job Description

Job Title:	Staff Engineer
Division	Architecture and Engineering
Reports To:	Director - Architecture and Engineering
Grade Level:	H16
FL Status:	Exempt
Employment Status:	Full Time

Job Summary

Working in collaboration with a team of architects and engineers, the Staff Engineer shall foster design excellence via plan reviews, guidance to project teams and consultants and in-field construction reviews. The Staff Engineer shall support program initiatives through continuation and expansion of the Design Manual and other resource guides. The Staff Engineer shall work within the SDA project system and adhere to processes and procedures for the capture, maintenance and documentation of engineering and other related information.

Essential Duties and Responsibilities

1. Assists in the technical review of all proposed deliverables including plans and specifications submitted by Design Consultants for conformance to SDA's Design Manual, policies, Best Practices and current presiding building codes.
2. Provides guidance to Project Management staff, architects, engineers and client districts on the implementation of SDA guidelines for individual school projects.
3. Assists in the development and update of program-wide Project Management guidelines, including the SDA Design Manual.
4. Assists in the evaluation and selection of professional consultants for the Authority.
5. Reviews projects in construction and provides technical expertise in support of solving any problems discovered or encountered.
6. Consults with other state agencies in support of the Project Management mission and in advancing Best Practices for PreK-12 facilities.
7. Performs other tasks as needed in support of the SDA Project Management mission.

Required Skills and Abilities

1. Ability to provide sustained attention to the review of complex plans and specifications, to identify coordination and technical issues, and to recommend design alternatives.
2. Ability to interpret, investigate, organize, execute, and coordinate design accurately and effectively, and to express verbally, graphically and in writing the result of these efforts.
3. Knowledge and understanding of professional service contracts for multi-million dollar projects.

4. Knowledge of and experience with design software applications, as well as proficiency in the use of Microsoft Office products (Word, Excel, Project, etc.). Working knowledge of other design software such as Autodesk products such as ACAD, etc. is a plus.
5. Outstanding written, communication, and organizational skills.

Required Qualifications

1. Bachelor's Degree in engineering related discipline with experience or education in multiple engineering fields preferred.
2. A valid license to practice Engineering in the state of New Jersey, or the ability to obtain New Jersey licensure within three months.
3. Minimum three years experience in building engineering, documentation and construction administration.
4. Experience in PreK-12 Education Facilities is preferred including familiarity with the NJ Department of Education processes and requirements.
5. Experience in high performance projects is preferred.
6. LEED accreditation is preferred.

Physical Demands

Minimal

Certificates and Licenses Required

Valid driver's license

New Jersey Engineering license (or within 3 months of hire)